



# TRANSFER OPPORTUNITY FOR CURRENT STATE EMPLOYEES

## SENIOR LEGAL TYPIST

### San Francisco

### Recruitment and Retention Differential Pay Area

### DEPARTMENT OF INDUSTRIAL RELATIONS WORKERS' COMPENSATION APPEALS BOARD (WCAB)

**Salary:** Range A: \$2,589.00 - 3,148.00  
Range B: \$2,894.00 - 3,516.00

**Location:** 455 Golden Gate Avenue, 9<sup>th</sup> Floor, San Francisco, CA 94102

**Duties:** Under the supervision of the Legal Support Supervisor I, prepares a variety of complex decisions, legal forms and orders; transcribes Opinions and Orders Granting Reconsideration, Orders Denying Reconsideration, Decisions After Reconsideration, the Agenda and Minutes of Judicial Session; independently compose letters, memos, and reports; transcribes legislative measures, legal opinions, pleadings, depositions and motions, all of which must meet legislatively mandated legal deadlines; prepares and serves above documents to all parties on the official address record; and performs other duties as required.

**SROA and Surplus Employees will be given first consideration and are encouraged to apply.**

**Current State employees** who are eligible for transfer or list appointment to the above class may apply by sending an application to:

Department of Industrial Relations  
Workers' Compensation Appeals Board (WCAB)  
P. O. Box 420603  
San Francisco, CA 94142  
Attention: Evelena Allen, Legal Support Supervisor I  
Telephone: (415) 703-4550

**Applications accepted until December 30, 2008, or until position filled**

Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT – AN EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.